Executive Committee
Minutes of a Regular Meeting

Date: **Wednesday, October 28, 2026**
Location: **Electronic Meeting**

Members Present:
Laura Patrick, Chair, Salt Spring Island Local Trust Area
Tobi Elliott, Vice-Chair, Gabriola Island Local Trust Area
David Maude, Vice-Chair, Mayne Island Local Trust Area (Victoria Boardroom)
Timothy Peterson, Vice-Chair, Lasqueti Island Local Trust Area

Staff Present:
Rueben Bronee, Chief Administrative Officer
Derek Cockburn, Acting Director, Financial and Employee Services
Clare Frater, Director, Trust Area Services
David Marlor, Director, Legislative and Information Services
Joe Elliott, Senior Indigenous Relations Advisor
Alexandra Trifonidis, Executive Coordinator

Guests or Members of the Public Present:
One member of the public was present electronically.

1. CALL TO ORDER

The meeting was called to order at 9:15 a.m.

2. TERRITORIAL ACKNOWLEDGEMENT

Chair Patrick acknowledged that the Trust Area has been home to Indigenous peoples since time immemorial. Trustees and staff were introduced.

3. APPROVAL OF AGENDA

3.1 Introduction of New Items

No items were introduced for inclusion on the agenda.

3.2 Approval of Agenda

By general consent the agenda was approved, as presented.

3.2.1 Agenda Context Notes - None

4. RISE AND REPORT DECISIONS FROM PREVIOUSLY CLOSED MEETING

Chair Patrick reported that at the last in-camera session the Executive Committee adopted the August 26, 2026 in-camera session minutes.

5. ADOPTION OF MINUTES

5.1 Draft Executive Committee Meeting Minutes of October 14, 2026

By general consent the Executive Committee minutes of October 14, 2026 were adopted, as presented.

6. FOLLOW UP ACTION LIST AND UPDATES

6.1 Follow Up Action List/Director/CAO Updates

The Chief Administrative Officer informed the Committee that staff continue to work toward resolving issues with reports resulting from the implementation of changes to the new internal software.

The Committee reviewed the follow up action list, and Directors provided their area reports.

6.2 Local Trust Committee Chair Updates and Reports on Local Advocacy Topics

Vice-Chair Peterson provided a report.

6.3 Islands Trust Conservancy Liaison Update

No update was provided.

7. BYLAWS FOR APPROVAL CONSIDERATION - None

8. TRUST COUNCIL MEETING PREPARATION

8.1 Executive - None
8.2 Trust Area Services - None
8.3 Planning Services - None
8.4 Financial and Employee Services - None

8.5 Legislative and Information Services

8.5.1 Local Trust Committee Regular Meeting Agenda Template - Request for Decision

The Director of Legislative and Information Services introduced the item.

The Committee provided comments on the following:

- The absence of a First Nations reporting line under Item 14 Reports in Attachment 1 and proposed wording for the title.
- The placement of Item 14 Reports in Attachment 1, including suggestions to:
  - separate the first three reports from the rest;
  - move them higher in the agenda; and,
  - add a First Nations report.
- Questions as to how prescriptive the template should be.
- Observations on public attendance at local trust committee meetings, specifically noting that that most members of the public remained for the public participation item.
- Best practices and public participation.
- The timing of the template's introduction for the new Council term.

- The use of a Chair script to help manage the time constraints for the public comment period.

EC-2026-107
It was MOVED and SECONDED,
that Executive Committee request staff to amend the Local Trust Committee Regular Meeting Agenda Template by relocating items 14.1-14.4 so they fall prior to the public participation section, and adding a First Nations and Other report to the reports section.

CARRIED

A request was made to replace the word "model" with "template."

A request was made to consider distributing resolution logs following local trust committee meetings, as they were noted to be a very helpful resource.

By general consent Item 8.5.1 was forwarded to Islands Trust Council, as amended.

8.6 Draft November Inauguration and Open House Agenda

A request was made to replace the language "headshots" with "individual photos".

By general consent Item 8.6 was forwarded to Islands Trust Council, as amended.

8.7 Draft November 2-Day Islands Trust Council Meeting Schedule

The Chief Administrative Officer introduced the item.

Discussion ensued regarding the following:

- Consideration of keeping the agenda item "Delegation", given that no delegations had been received.
- The placement of the Executive Committee election on the schedule (Policy 2.4.3 identifies it as the first item of business) and differing historical practice.

By general consent Item 8.7 was forwarded to Islands Trust Council, as presented.

Discussion ensued regarding the policy work undertaken by the Governance Committee.

A comment was made regarding the current timing of the Executive Committee election on the schedule and the opportunity it provided for the new Council to become familiar with the trustees before electing a new Committee.

8.8 November Islands Trust Council Delegation Applications

No applications have been received to date.

8.9 Draft December Islands Trust Council 3-Day Schedule

By general consent Item 8.9 was forward to Islands Trust Council, as presented.

8.10 Draft November Islands Trust Council Meeting Agenda

The Chief Administrative Officer introduced the item.

A comment was made regarding random formatting errors appearing on Islands Trust agenda package headers after being opened in Adobe. Staff confirmed that they would look into the issue.

By general consent Item 8.10 was forward to Islands Trust Council, as presented.

9. COMMITTEE OF THE WHOLE MEETING PREPARATION - None

10. EXECUTIVE COMMITTEE PROJECTS - None

11. NEW BUSINESS - None

12. CORRESPONDENCE - None

13. WORK PROGRAM

13.1 Review and amendment of current work program

Received for information.

14. NEXT MEETING

The next meeting of the Executive Committee will be held in-person at the Victoria Coast Hotel & Marina Saturday, November 14 at 3:30 p.m.

15. CLOSED MEETING

The Chair indicated that the Committee would not be resuming the public portion of the meeting following the closed session and that a report will be made at the next scheduled meeting, if necessary.

EC-2026-108
It was MOVED and SECONDED,
that the meeting be closed to the public subject to Sections 90(1)(i) of the Community Charter in order to consider matters related to the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and that staff attend the meeting.

CARRIED

The meeting was closed to the public at 10:36 a.m. and reopened at 11:10 a.m.

16. ADJOURNMENT

By general consent the meeting adjourned at 11:10 a.m.

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Laura Patrick, Chair

CERTIFIED CORRECT:

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Alexandra Trifonidis, Executive Coordinator and Recorder